



U.S. Department of Housing and Urban Development

St. Louis Field Office
Robert A. Young Federal Building
1222 Spruce Street - Room 3.203
St. Louis, Missouri 63103-2836

December 23, 2011

Anita Telkamp
Grants and Budget Coordinator
Department of Community Development
City of St. Charles
200 North Second Street
St. Charles, MO 63301-2851

Dear Ms. Telkamp:

We have completed our review of the City of St. Charles Consolidated Plan for 2012-2016 and 2012 Annual Action Plan (AAP). We are writing to inform you that we have **disapproved** the City's AAP, as we have determined it to be substantially incomplete. Specifically, it failed to satisfy all the required elements in the regulations. As you know, the new program year for the City of St. Charles will begin on January 1, 2012. Therefore, as shown below, we are providing you with a summary of the information that is still needed by our office.

- 1) We note that the City of St. Charles did not include a Housing Market Analysis as required by 24 CFR 92.210. Specifically this analysis should include, but not be limited to, the City's assessment of its housing **supply (to include housing characteristics, condition, and cost)**. The jurisdiction shall include a description of the number and targeting (income level and type of family served) of units currently assisted by local, state, or federally funded programs, and an assessment of whether any such units are expected to be lost from the assisted housing inventory of any reason. Please provide to us **a current Housing Market Analysis within the City of St. Charles.**

The Consolidated Plan review process includes feedback from other program areas within the St. Louis Field Office. The Office of Fair Housing and Equal Opportunity (FHEO) has provided me with comments which include findings and concerns. While these comments did not warrant disapproval of your Consolidated Plan, they do warrant your follow up and action as a recipient of Federal funds. Therefore, you will be receiving a summary of these findings/concerns under separate cover directly from FHEO, which will also describe any required corrective action.

Please provide the requested information to our office by **January 15, 2012**. If you have questions or need assistance, please contact Mr. Alexander Furla, Community Planning and Development Representative, at (314) 418-5259. We look forward to working with the City in the administration of its CDBG program in the coming year.

Sincerely,

A handwritten signature in black ink, appearing to read "Dee Ann Ducote". The signature is fluid and cursive, with the first name "Dee" being the most prominent.

Dee Ann Ducote
Director
Community Planning and Development